



**City of Auburn  
Executive Assistant**

The City of Auburn Police Department is seeking an experienced, highly skilled, full-time Executive Assistant. This position works directly for the Police Chief and the Deputy Chief and provides a range of administrative services and support for all the department's members. The Executive Assistant must be highly sensitive to and responsible for maintaining confidentiality of many matters emanating from the Chief and Deputy Chief, as well as the department. Duties include a wide variety of administrative support functions including typing, filing, scheduling and distributing correspondence as directed by the Chief; overseeing the personnel functions of the job including onboarding, records, reports, workers compensation and OSHA recording; coordinating with Maine Criminal Justice Academy; assisting with preparation and maintenance of the departmental budget; and other related work assigned by the Chief of Police. The position supervises other administrative support staff.

This non-union, salaried position must exceed all minimum hiring requirements set by the City for civilian employees. This position requires proficient administrative, office and technology skills; scheduling abilities; problem solving skills; the ability to quickly learn new skills or gain working knowledge of multiple projects; the ability to work in an environment with competing demands and hard deadlines. This position also requires above average interpersonal skills, public relations skills, use of the English language and writing skills, oral skills, and working knowledge of Microsoft products.

The salary range for this position is \$24.92 to \$33.96 and pay is dependent upon experience and qualifications. The City of Auburn offers a competitive fringe benefit package. Send cover letter, resume and list of references to: Christine Mumau, Human Resources Director, 60 Court Street, Auburn, ME 04210. Tel 333-6601 ext 1416. Copies of the job description are available upon request.

**Deadline for submission is Monday, September 6<sup>th</sup>, 2021.**

**The City of Auburn is an Equal Opportunity Employer.**